

Message Text

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ACTION OIC-02

INFO OCT-01 EUR-12 ISO-00 IO-14 EB-08 AF-10 ARA-14
EA-12 NEA-11 ABF-01 OMB-01 TRSE-00 /086 W
-----059466 202006Z /42
R 191750Z MAY 78
FM AMEMBASSY LONDON
TO SECSTATE WASHDC 6328

UNCLAS LONDON 07989

E. O. 11652: N/A
TAGS: OCON, AFIN, IMCO
SUBJECT: IMCO: INTERNATIONAL CONFERENCE ON TRAINING
AND CERTIFICATION OF SEAFARERS, JUNE 14 -
JULY 7.

1. EMBASSY IS PREPARING ADMINISTRATIVE ARRANGEMENTS FOR SUBJECT CONFERENCE. THE PROPOSED ARRANGEMENTS AND AN ESTIMATE OF COSTS ARE GIVEN BELOW. EMBASSY PROPOSES TO RENT THREE ROOMS AT CUNARD AND TO HIRE ONE FULL-TIME SECRETARY FOR DELEGATION. IN THE USUAL FASHION, EMBASSY WILL PROVIDE, DELIVER, AND PICK UP DESKS, TYPEWRITERS, SUPPLIES, ETC. DELIVERY WILL BE MADE ON TUESDAY AFTERNOON, JUNE 13, AND PICKUP WILL BE FRIDAY AFTERNOON, JULY 7 IF CONFERENCE ENDING MAKES PICKUP POSSIBLE OR ON SATURDAY, JULY 8. LATTER PICKUP WILL INVOLVE ADDITIONAL COSTS TO EMBASSY WHICH ARE INCLUDED IN THE BUDGET ESTIMATES.

2. TOTAL ADMINISTRATIVE SUPPORT COSTS:
APPROXIMATELY \$5,100
A) THREE HOTEL ROOMS FOR USE AS OFFICES
AND CONFERENCE ROOM AT 28.08 POUNDS STERLING
PER DAY INCLUDING 8 PER CENT VAT AND SERVICE.
ROOM 3030 - HEAD OF DELEGATION OFFICE AND
ROOM 3033 - CONFERENCE ROOM (6/14-7/7 INCLU-
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SIVE) 673.92 POUNDS EACH; ROOM 3032 - DELEGATION
AND SECRETARY'S OFFICE (6/13-7/7 INCLUSIVE)
702 POUNDS. TOTAL: 2,049.84 POUNDS OR AP-
PROXIMATELY \$3,800.
B) ONE SECRETARY AT \$5.94 PER HOUR AND \$8.32
PER HOUR OVERTIME. ANTICIPATED EMPLOYMENT OF
160 HOURS, REGULAR TIME AND 20 HOURS, OVERTIME

FOR A TOTAL COST OF \$1,130.

C) PARKING CHARGES AT CUNARD HOTEL:

20 POUNDS/\$37

D) HOTEL STAFF GRATUITIES: 30 POUNDS/\$55

E) CHARGES FOR TRANSPORT OF OFFICE EQUIPMENT

AND SUPPLIES IN EVENT OF SATURDAY PICKUP:

50 POUNDS/\$93

3. EMBASSY LOOKS FORWARD TO ARRIVAL OF SECRETARY OF DELEGATION, MRS. CATHERINE ODELL, AND HAS RE-SERVED SINGLE ROOM WITH BATH (3017) AT CUNARD HOTEL FOR PERIOD JUNE 10 TO JULY 8 INCLUSIVE AT RATE OF 21.60 POUNDS PER DAY INCLUDING VAT AND SERVICE. PLEASE ADVISE IF ANY ADJUSTMENT REQUIRED IN RESERVATION. EMBASSY APPRECIATES HER PRESENCE TO HANDLE THE LARGE U.S. DELEGATION FOR THIS CONFERENCE.

4. BECAUSE OF ANTICIPATED SIZE OF U.S. DELEGATION, EMBASSY HAS DISCUSSED WITH IMCO SECRETARIAT ARRANGEMENT TO USE EITHER TRAFALGAR ROOM OR CUNARD ROOM, WHICH IMCO RENTS AT HOTEL FOR COMMITTEE MEETINGS, FOR U.S. DELEGATION MEETINGS EACH MORNING FROM 8:00-9:00 A.M. IMCO IS AGREEABLE AS LONG AS NO COMMITTEE MEETING IS SCHEDULED TO USE THE ROOM THAT EARLY.

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STREATOR

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